

# Calendar of Important Dates and Reminders for School Board Trustees, Superintendents, and School District Clerks



# 2012



# Important Dates and Reminders

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July				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	15 <sup>th</sup> – June TRS reports due	Review Staffing	Review of 2000 series of board policies and procedures	Summer Projects Update
1 <sup>st</sup> week of July – fiscal year-end reports due to OPI	20 <sup>th</sup> – Co. Treas. submits final balances to school		Policy review could be done in special meeting or work session	Achievement Test Results Review
1 <sup>st</sup> – First day to advertise budget meeting	25 <sup>th</sup> – Grant Cash request due to OPI			Drug-Free Schools Incident Review
1 <sup>st</sup> – First day to advertise budget meeting	25 <sup>th</sup> – Grant Cash request due to OPI			Drug-Free Schools Incident Review
1 <sup>st</sup> – First day of Fiscal Year	29 <sup>th</sup> – Last day to liquidate obligations for grant projects ended June 30 <sup>th</sup>			Annual Self Evaluation and Assurance of Title IX Compliance
TR-4 Individual contracts due to Co. Superintendent	29 <sup>th</sup> – 2nd qtr federal payroll reports due			Title IX Coordinator Appointment
6 <sup>th</sup> – Year-end balancing with PERS report due				Set fees for lunch program and extra-curricular events
15 <sup>th</sup> – MSUIP/WCRRP quarterly report due				
15 <sup>th</sup> – Tuition report due to Co. Superintendent				

- Newspaper Notices: Final Budget Notice- Notice shall be published once between July 1 and August 10 (20-9-116)
- July 4 – legal holiday
- By July 10 – Traffic education application due to Office of Public Instruction
- Before August 1 – Must have conducted overbase election (20-9-353 MCA)
- Bus Inspections (TR14) 30 days prior to start of school—Montana Highway Patrol (20-10-101) (61-9-5-2)
- Changes to Worker's Compensation, TRS and PERS Retirement Rates that Affect Payroll
- Post-Worker's Compensation Notice of Coverage in School Buildings

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August				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Approve professional development plan for district	Hire bus drivers	Review 3000 series of board policies and procedures	Adopt and sign Final Budgets by 8/20 – due to Co. Supt. Within 3 days of approval
10th – grant closeout for grants ending 6/30	Review Summer School	Hire/approve list of substitutes		Facilities Update and walk-through
15th-trustee's annual financial summary due to County Treasurer	Review School Class Schedule			Approve out-of-district students
15th – July TRS reports due				Approval of events for American Indian Day (September)
25th – OPI grant reimbursement request due				Adopt and sign trustee report
Schedule Audit				Bus inspections due
Schedule Title I Parent and Staff Meeting				
15 <sup>th</sup> – Tuition report due to Co. Superintendent				

- Reconcile July cash balances to County Treasurer/bank accounts. (Student Activity Fund)
- Distribute July interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll
- 1st Semester TR-13 Bus Inspection must be done before school begins
- Reconcile July project cash balances to total Fund 15 cash per County Treasurer

- Newspaper Notices:
- Annual Publication of: Special Education Services Notification; Non-Discrimination Policy and name and location of Title IX and 504 Coordinators; Free & Reduced Hot Lunch Notification; Asbestos Material Notification; Drug Free Workplace Policy Notification; Self-Evaluation of Title IX; and Sexual Harassment Policies

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September				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Report on enrollment.	Personnel Update	Review 4000 series of board policies and procedures	Approve out-of-district students
1st – Last day to request budget or program modifications for projects ending Sept. 30	Review annual Criterion-Referenced Test (CRT) data	Negotiation Update (if needed)		Approve any annual renewal contracts
10th –Cutoff for 19 year olds for ANB Count	Give Copies of Pupil List to bus drivers	Volunteer update (background checks and/or fingerprinting)		Updates on bids/construction projects
10th –birthday cut off for kindergarten				Budget adoption for additional funds
15th – August TRS reports due, TFS and Budgets submitted to OPI (MAEFAIRS)				Approve Travel for October Events
Bus Registration (TR-1)				
Self-evaluation for accreditation				
25th- grant cash requests due to OPI				
30th – Last day to transfer funds to Compensated Absences and Litigation Reserve Funds				

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute August interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary

- PERS report deadline due 5 days after payroll
- Salaries are not to be paid to teaching staff if Certificates are not registered with the Co. Supt. within 60 days after starting work (20-4-202, MCA)  
Give copies of Pupil List (TR-2 ) to
- bus drivers for completing the information they can contribute to the form (20-10-141, MCA)
- First Monday in September is a legal holiday.

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October				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Review ANB counts	New teachers or specialists must register license with Co. Supt. within 60 days after starting work or they should not be paid	Review 5000 series of board policies and procedures	Appoint Impact Aid Representatives
TR-4 Individual Transp. Contracts due to County Superintendent	Fall Report			Resolution to dispose of district property
3rd--Fall enrollment count day (due to OPI within 10 days)				Approve Auditor
4th – CTE fall data collection begins				MCEL/MEA
7th – Aug/Sept school foods claims due to OPI				Red ribbon week
14th – 3rd qtr. MSUIP/ WCRRP reports due				Approve events for American Indian Education week (Nov)
14th- Sept. TRS due				
Reallocated app for OPI for ESEA Title I due				
25th Grant Cash Request due to OPI				
31st – Last day to liquidate obligations for grant projects ending 9/30				

- New bus drivers must have First Aid Certificate within 60 days of starting work (20-10-103MCA)
- Reconcile cash balances to County Treasurer/ bank accounts (Student Activity fund)

- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute September interest earnings to funds

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November				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Review first quarter data – attendance, discipline referral, etc.		Review 6000 series of board policies and procedures	Special education co-op fees
Audit exit conference				Review Superintendent Evaluation form and process
Tr-1 bus reports due to Co. Supt. and OPI				Review Clerk Evaluation form and process
7th Oct. School Food Claim due to OPI				Free and reduced lunch report due
10 –fiscal closeout reports for projects ended Sept. 30	Taxes due Nov 30—county tax			
Pay 1st half of Sp Educ Co-op Fees				
23 –Grant Cash Request due to OPI				

- Reconcile cash balances to County Treasurer/ bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute October interest earnings to funds

- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll
- Fourth Thursday – legal holiday

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December				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Review School Improvement Plan—Progress on plan to include data review	Superintendent Evaluation		
5th - November school foods claim due to OPI		Clerk Evaluation		
15th – Nov. TRS reports due		Review 2nd semester staffing needs		
19th – last day for corrections to Trustees' financial summary				
23rd – Grant Cash Request due to OPI				
Bus inspections – 2nd inspections TR-13				
30 – SPED child count due to OPI				
30th – CTE fall data Collection Ends				
30th – Last day to transfer funds to Compensated Absences and Litigation Reserve Funds				

- Reconcile cash balances to Co. Treasurer / bank accounts (Student Activity Fund)
- Reconcile project cash balances to total Fund 15 cash per Co. Treasurer
- Distribute November interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll
- Where tuition agreements exist between districts, the home district must pay at least half of tuition owed to the other district (20-5-324(5)MCA)
- December 25 – legal holiday

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January				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Collect second quarter data – attendance, discipline, referral, etc.	Hire Spring Coaches	Review 7000 series of board policies and procedures	Review Audit report (Recommendations and responses)
6th – Dec. School Foods claims due to OPI	Schedule CRT testing window/ procedures	Renewal or non-renewal of superintendent		Board visitation schedule developed
16th – Dec. TRS report due		Renewal or non-renewal of clerk		Negotiations team selection
16th – 4th qtr MSUIP/ WCRRP reports due				
25th - Grand Cash Request due to OPI				
27th – Federal 4th qtr payroll reports due				
31st – Impact Aid (ESEA Title VIII) due to US DOE with copy to OPI				
31st - Early graduation AND requests to OPI				
31st – 2nd semester bus inspection (TR-13) due to OPI				
W-2s mailed to employees, 1099s mailed to vendors				

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute December interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll

- Adjust Payroll Tax Rates as per changes in the law
- Adjust mileage reimbursement as per changes in the law
- Check Bus Driver Certificates for Expiration
- Post Work Comp Notice of Coverage in School Buildings
- January 1 – legal holiday
- January 31 – bus inspections due for second semester

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February				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Review ANB counts	Update on negotiations if needed	Review 8000 series of board policies and procedures	Preliminary budget review for next academic year
1st – Spring Enrollment Count date – report due to OPI within 10 days	Report on graduation plans – review drop-out data from first semester	Deadline for Trustees to notify Supt/Principal of Termination of Contract (if applicable)		Approve and sign transportation contracts due – TR-5 and TR-6 – due to Co. Supt, by 15th
6th – School Foods Claim due to OPI	Review second quarter data – attendance, discipline, referrals, etc.			Evaluation of the Clerk by the Superintendent and Board
10th – January TRS reports due				
25th – Grant Cash requests due to OPI				

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute December interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll
- Adult Basic and Literacy Education (ABLE) applications are mailed (2-year cycle-even number year) (i.e.,2006).
- Gifted and Talented State Grant Program “Intent to Participate” mailed to authorized representatives
- Carl Perkins nontraditional and rural reserve RFPs are sent to secondary authorized representatives
- Check school elections calendar
- Reconcile January cash balances to Co. Treasurer / bank accounts (Student Activity Fund)
- Reconcile January project cash balances to total Fund 15 cash per Co. Treasurer
- Distribute January interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary

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March				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Collect third quarter data – attendance, discipline, referral, etc.	Principal evaluation(s)—done by the superintendent	Review Student Handbook for next year	Call for School Board Election 40 days for resolution
1st – Preliminary budget sheets available from OPI	Approve School Calendar for next year	Classified evaluations done by administrators	Review Transportation Handbook for next year	Continued review of budget
Review of all federal program budgets for possible revisions				Trustee nominations due to clerk 40 days before
5th – School Foods Claims Due to OPI				
12th – Feb. TRS reports due				
23rd – Grant Cash Requests due to OPI				
Application for Summer School Driver's Ed Program				

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute February interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll
- March 31 – Audit report due to OPI
- Review cash status and amend Cash Advance Request forms as necessary
- Nonpublic school participation in federal program packets distributed to authorized representatives

- OPI distributes indirect cost rate applications for ensuing year
- Gifted and Talented State Grant Program-application package and allocation amount mailed to authorized representative
- Check School Elections calendar
- Reconcile February cash balances to Co Treasurer/bank accounts (Student Activity Fund)
- Reconcile February project cash balances to total Fund 15 cash per Co. Treasurer
- Distribute February interest earnings to funds

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April				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Accreditation status report due from OPI	Hire non-tenured staff	Review Parent Handbook for next year	Approve Election Judges
3rd – Mar. School Foods Claim due to OPI	Extra-curricular project review	Hire Classified staff	Review Activities handbook for next year	Approve Summer School Budget and program
10th – Last day for trustee candidate to withdraw from election	Review third quarter data – attendance, discipline referral, etc.	Hire Fall Coaches and AD		Approve Summer Food Program
12th – deadline for write-in candidate to declare intent		Hire Tenured Staff		Review of Board Goals established previous summer
13th – Election administrator certifies ballot				Graduation plan review
18th – deadline to post notice of election				Approve Professional Development Calendar for next school year
19th – Mar. TRS reports due				
25th – Grant Cash request due to OPI				

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity, etc.)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute March interest earnings to funds
- Review cash status and amend Cash Advance
- PERS report deadline due 5 days after payroll
- Pay 2nd half of Special Ed Co-op Fees

- Ballots – Print or have printed; Destroy last year's election ballots
- Retain for 4 years: registers and poll and tally books
- Request forms as necessary--Retain for 8 years: nomination petitions
- Begin working on Requisitions for next School Year
- Prepare Bus Route and Isolated individual contract information for Co. Transportation meeting; Check remaining balances in all grants
- Review Budget Projections
- Accreditation Status Report due

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May				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Collect fourth quarter data – attendance, discipline, referral, etc.	Hire Summer School Staff	Review Staff Handbook for next year	Election May 8th
4th – School Food Claims Due	Selection of student Insurance	Hire Summer Food Service Workers	Conflict of interest letters	Canvas of the Election
Application for additional ANB due to OPI on June 1st				Reorganization of the Board by third Saturday in May
11th – April TRS Due				Appointment of clerk
23rd – Annual Consolidated App due to OPI				Overview of budget balances
24th – TR-5 and Tr-6 due to Co. Superintendent				
25th – Grant Cash Request due to OPI				

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Preliminary selection of Title I Students
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute April interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll

- Newspaper Notices:
- Publish canvassed results of election in newspaper within 15 days after election (20-20-416); Advertise the need for parents of children attending school outside of their district of residence to have attendance agreement, which addresses the terms of agreement on both tuition and transportation (20-5-320);
- Advertise the availability of Individual Transportation Contracts for parents transporting children more than 3 miles to the bus stop or the school (20-10-124)
- Last Monday in May – legal holiday

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June				
Reminder of Tasks/ Dates Due	Reminder of Tasks/ Dates Due	Personnel	Policy	Business
Warrant Transfer letter to Co. Supt. During first week of the month	Curriculum Consortium Re- newal	Hire support staff if not already completed	Review 1000 series of board policies and procedures	Establish board goals
1st - Application for additional ANB due to OPI	Review annual data – atten- dance/graduation/ Drop-out, etc	Select auditor if not already completed	Schedule all emergency drills for next school year	Approve bus routes
1st - TR-4 Individual Contracts due to OPI 15th – Remaining tuition agreements due (20-5-324(5) MCA)	Review Federal programs			Review/renew memberships in MTSBA-MHSA-NAFIS- and other memberships
1st - May School Food Claim due to OPI	Review fourth quarter data – attendance, discipline, referral, etc.			Act on individual transportation contracts
13th – May TRS Report due				Review State Fire Marshall Report/asbestos report if applicable
22nd – Copies of all bus con- tracts and individual contracts due to Co. Supt.				Act on attendance agreements
25th – Grant Cash Request due to OPI				Review general fund operating reserve
30th – End of Fiscal Year				Review insurance bids

- Reconcile cash balances to County Treasurer / bank accounts (Student Activity fund)
- Reconcile project cash balances to total Fund 15 cash per County Treasurer
- Distribute May interest earnings to funds
- Review cash status and amend Cash Advance Request forms as necessary
- PERS report deadline due 5 days after payroll

- Pay individual and Isolated Transportation contracts from TR-6
- Information; Seek Building Insurance Bids; Compute Sick & Vacation Leave pay off for support staff (2-18-611,612 & 618); Reconcile Compensated Absences Liability Fund (20-9-512);
- COBRA for employees leaving your employment





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